



**PRIGO  
UNIVERSITY**



OTM-R CHECKLIST

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**Important message to institutions:**

**Site Visits:** All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

**OTM-R Checklist**

**Case number:** 2021CZ618026

**Name Organisation under review:** PRIGO University

**Organisation's contact details:** Vítězslava Nezvala 1, Havířov, 736 01

**Submission date:** 27/04/2022

**Date endorsement charter and code:** 27/04/2021

**Open, Transparent, and Merit-based Recruitment Check-list: OTM-R**

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.

- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	<b>Open</b>	<b>Transparent</b>	<b>Meritbased</b>	<b>Answer:</b>	<b>Suggested indicators (or form of measurement)</b>
OTM-R system					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	PRIGO University has not published an OTM-R policy document. Rules of Selection Procedure at PRIGO University reflect some aspects of the OTM-R policy (e.g. recognizing international and publishing experience, composition of selection committees, etc.). Current recruitment procedures will be reviewed, unified, and described in an internal document in compliance with OTM-R principles. The Guide and the Rule will be published online on our website. Actions: 1/ to overview a current recruitment procedure, 2/ to publish relating materials on the website.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	There is currently no internal manual. PRIGO University follows the templates at the Euraxess website. Actions: 1/ An internal guide setting OTM-R procedures and practices for all types of positions (R1-R4 and technical and administrative employees) will be issued. 2/ PRIGO University websites will contain a reference to the Euraxess recruitment page in order to all possibilities of searching for suitable researcher would be adequately used.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	No, there is only one that has already been trained in OTM-R yet. Actions: 1/ Protocol for selection committee members will be issued. 2/ Selection committee members will complete OTM-R training.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	PRIGO University uses only the possibility to advertise vacancies electronically. In most cases, vacancies are advertised on job web portals in the Czech Republic, or international web portal (EURAXESS). Communication with the candidates is electronic, in some cases, especially when recruiting from abroad, online communication tools are used to interview the candidate. Actions: the information on vacancies is necessary to advertise also through the university's website.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	The quality control system for OTM-R is not set up.



	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	The current practice is to advertise the vacancies within external job web portals in the Czech Republic or the international web portal EURAXESS.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	The OTM-R policy at PRIGO University has not been implemented yet. The HR strategy is to have a greater number of international researchers in the future. The current practice is to publish vacancies on external job web portals in the Czech Republic or international web portal EURAXESS. Job vacancies that are expected to be interesting to foreign applicants are also advertised in English and i.e. knowledge of the Czech language is not required. Actions: PRIGO University will use its website for publishing job vacancies.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	An equal opportunities policy has been introduced at PRIGO University; however, there is no OTM-R policy yet. PRIGO University rejects any discrimination (on the basis of gender, ethnicity, religion, etc). The rejection of discrimination is a part of the Gender Equality Plan that is published online within our websites.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Although there is no OTM-R policy yet, attractive working conditions for researchers are currently ensured, i.e. attractive research topics, the opportunity to be involved in national and international projects as well as various forms of interdisciplinary and

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
				<p>international cooperation. There is a possibility to adjust working conditions according to the needs of employees (flexible working hours, research freedom). Nevertheless, they are not emphasized enough in job advertisements and on the PRIGO University website. Actions: job advertisements will inform about working conditions both in Czech and in English.</p>
			-- No	<p>There is no monitoring of this kind, but the selection committee members are always experts in the field, so they can professionally assess the qualities of the candidate.</p>
Advertising and application phase				

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	We use the templates of Euraxess. But However, the template is general and at PRIGO University, there is no other set of templates for different research positions (R1-R4). It is necessary to unify at least several parts of advertisements suitable for the Euraxess template.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	The advertisements contain all necessary attributes - job designation, qualification requirements, degree and type of education, whether there is a condition to obtain a scientific degree, habilitation or appointment as a professor, nature and length of experience, date of commencement, deadline and method or place for filing the application. All this applicant's information is processed due to GDPR rules.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	We use solely Euraxess for searching new Czech or international researchers. For nonacademic staff, we use the Czech job portals as well.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		-- No	For the future, PRIGO University considers possibility and necessity of using social media platforms, such as LinkedIn, etc. for the recruitment.
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	In accordance with the rule of minimizing administrative burdens and in accordance with the GDPR Regulation, only the documents necessary for the proper conduct of the staff selection procedure are required of applicants (CV and a motivation letter).
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes partially	We have no regulation specialized exactly in the composition of selection committee for filling the posts of researchers. The members are trained under the terms of gender equality, and they are professionals in the field so that they can assess the applicant within this background. Action: an internal guide setting out of the OTM-R procedures, including rules governing the appointment of selection committees will be created.



	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	There is no internal rule to state a minimum number of committee members, their expertise and organizational classification. No mention of gender or age diversity is defined. The members of the selection committees are selected based on their professional qualifications.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	The gender balance of selection committees is not systematically monitored, reported, and required by internal regulations. An updated and developed process for forming of a committee will enable to improve this situation. The members of selection committees are selected mainly based on their professional qualifications not gender. Action: to improve gender-balanced committees.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	-/+ Yes partially	The selection committees are set up professionally enough to assess objectively all aspects of the applicant, incl. their merit. However, it is desirable a committee to be trained in terms of human resources and the conditions of the Charter and the Code in order to consider possible subjective evaluation.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Applicants for academic positions and research positions for which a staff selection procedure has been announced are informed about the result of this procedure.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	Adequate feedback is not always provided to candidates. Candidates are usually informed only aboutof the result of the staff selection procedure in the form of "selected/declined". More detailed feedback is usually provided only at the candidate's own request.
Do we have an appropriate complaints mechanism in place?		x		-- No	There is no official point for complaints in one place now. This point will be established and defined.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	As there is no OTM-R as such, we have not implemented any system that would evaluate whether the OTM-R policy meets its objectives.



